

## SCOPE

The Continuous Professional Development Policy (“Policy”) applies to all Representatives and Authorised Representatives (“Representatives”) that engage in or are connected to Cargill Australia Financial Services Limited (“CAFS”), where they are providing Financial Advice to retail clients.

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## PURPOSE

This policy sets out the key CPD requirements for employees who are providing Financial Advice. Representatives that provide financial advice to retail customers have an obligation to meet continuing professional standards.

CAFS recognises the risks associated with the provision of Financial Advice and the need to ensure our Representatives are appropriately trained and supported. This Policy was written in accordance with relevant laws, regulations, related internal policies, and Cargill’s Code of Conduct and Guiding Principles.

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## POLICY REQUIREMENTS

### Definitions:

- **CPD:** Continuous Professional Development as defined under the Corporations Act 2001.

### Requirements:

- Cargill will ensure that an approved CPD plan is in place prior to the commencement of the new CPD year for all Representatives.
- Cargill will determine the appropriate minimum number of hours are required for CPD over each CPD year. Cargill’s CPD year commences on the 1<sup>st</sup> of June each year.
- Cargill will maintain records of all Representatives CPD training.
- Each Representative will attest on an annual basis that all relevant CPD training has been completed.
- Cargill will conduct periodic monitoring against the CPD plans to ensure the requirements of this Policy are being met.

### Risks Addressed:

- Regulatory and Reputational Risk under FASEA standards
  - Regulatory Risk relating to provision of incorrect financial advice
  - Compliance with Legal requirements
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## RELATED PROCEDURES

This Policy is in addition to, and supported by, Cargill internal guidelines and protocols, training requirements, and various regional and global policies for personnel authorised to represent or act on behalf of Cargill. Other specific policies and procedures to reference include:

- CAFS Compliance Manual
- Representative Training Register
- CAFS Training Policy

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## ADDITIONAL REFERENCES

N/A

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## POLICY OWNER / VERSION

Policy Owner	The Directors of CAFS
Policy Content Owner (if different than above)	N/A
Date Policy Created	28 March 2019
Policy Update Requirements	Annually
Policy Version	1.0
Date of Last Review	28 March 2019
Date of Last Change	New Issuance